



VOLUNTEER JOB DESCRIPTION

Sewing Instructor

Overview:

Reporting to the Programs Manager, the position of *Sewing Instructor* is responsible for teaching adult learners how to sew, mend, and repurpose clothing and other items

Summary:

- Lead the sewing classes made up of willing learners with various levels of experience, and communicate information with enthusiasm, clarity and patience.

Responsibilities include:

- Setting up the room before each class
- Ensuring room has been restored after each class, and that no pins, needles or other debris is left on the floor
- Reporting any machines that need repairs and maintenance
- Preparing course material and provide handouts to all participants
- Advising supervisor of any supplies needed (notions, fabric etc.)
- Providing instruction and demonstration of basic sewing techniques, including the use of a basic pattern; mending; sewing crafts (cushion covers, bags, etc.)
- Ensuring safe, appropriate use of all equipment
- Advising supervisor of program developments or requirements, and to promptly report on any concerns
- Producing required reports in a timely manner, including (but not limited to) attendance reports, and monthly statistics

Qualifications:

- Experience and skills in the use of sewing machines, mending of clothing, and use of patterns for making new clothing items
- Ability to cater for individual differences in both abilities and personal experiences
- Experience in assisting and/or teaching small groups is desired
- Outstanding verbal and interpersonal skills, with the ability to communicate cross-culturally and relate to a broad range of people with varying English language levels
- Reliability and flexibility
- Respect for confidentiality at all times
- Experience working in a high-risk, low-income environment is an asset
- Ability to maintain a positive, optimistic and non-judgemental attitude, respecting the beliefs and culture of all participants
- A strong commitment and work philosophy
- Successful Police Record Check